

IML VACANCIES SEPTEMBER 2021

JOB DESCRIPTIONS

Position	Business Development Manager (BDM)
Location	Kampala, Uganda
Total Vacant Post	3
Reports to:	Manager Sales & Marketing

International Medical Link is an HMO based in Uganda, with Clinics in various parts of the country

Role/Responsibilities of the BDM

- Contacting existing and new customers to explain the advantages of buying their company's products or services
- Communicating with customers before and after a sale
- Delivering presentations for persuading customers to buy new products or services
- Resolving customer complaints and concerns
- Maintaining an in-depth understanding of the company's products or services to advise and make suitable recommendations to customers
- Attending training/workshops to understand industry trends
- Bids end to end processing
- Prepare Sales proposals and reports
- Communicate customer and prospect product pain points to appropriate departments
- Meet and/or exceed quotas
- Any other duties assigned

Qualifications

- Bachelor's degree in Business, Marketing, Communications, or related field
- 2-4 years of sales experience
- Experience working with the Insurance Sector will be an added advantage
- Proven ability to meet and exceed sales quotas
- Proven track record of successfully managing customer relationships
- Strong networking skills to build relationships with prospective and existing clients
- Highly self-motivated
- Strong verbal, written communication, & presentation skills
- Evident Negotiation and closing Skills
- Proven Organizational Skills
- Proficient in Microsoft Office Suite

Position	Medical Claims Auditor/Internal Auditor
Location	Kampala, Uganda
Total Vacant Post	1
Reports to:	General Manager/CEO

Role/Responsibilities of the MEDICAL CLAIMS AUDITOR

- Determines covered insurance losses by studying provisions of policy or certificate.
- Establishes proof of loss by studying proof of claim; assembling additional information as required from outside sources, including claimant, physician, employer, hospital, and other insurance companies; initiating or conducting investigation of questionable claims.
- Documents medical claims actions by completing forms, reports, logs, and records.
- Resolves claims by approving or denying documentation; calculating benefit due; initiating payment or composing denial letter.
- Ensures legal compliance by following company policies, procedures, guidelines, as well as state and federal insurance regulations.
- Maintains quality customer services by following core values.
- Communicate to Culprits on decision by Management on how to treat fraudulent Partners/Claims in Liaison with the IML legal team

Qualifications

- Bachelor's Degree in accounting, commerce or Business
- 2+ years of prior medical claims experience
- Knowledge of basic medical terminology
- Ability to read and interpret insurance policy/certificate wording
- Ability to research and logically consider details from multiple sources to analyze and make a determination of benefits within a productivity-based environment
- Documentation, Data Entry Skills
- High attention to detail with ability to analyze information and Problem-solving skills
- Proficiency with basic math
- Strong verbal, written communication, & presentation skills
- Proven Organizational Skills
- Proficient in Microsoft Office Suite
- Team player with strong work ethic
- Self-directed; requiring very little supervision
- Ability to work well under pressure in a complex and rapidly changing environment.

Position Actuary/ Underwriter
Location Kampala, Uganda
Total Vacant Post 1
Reports to: General Manager/CEO

Role/Responsibilities of the ACTUARY/UNDERWRITER

- Analyzing statistical data, for example of accident rates
- Computer modeling of statistics to determine potential risks
- Preparing presentations, reports, valuations and quarterly updates
- Communicating findings to managers and stakeholders
- Keeping abreast of financial developments in the business world
- Using mathematical modeling techniques and statistical concepts to determine probability and assess risks, such as Analyzing pension scheme liabilities, to price commercial insurance
- Developing new financial products
- Presenting reports, explaining their implications to managers and directors and advising on risk limitation
- Working with IT professionals to develop systems to ensure compliance with the requirements of regulatory bodies
- examining insurance proposals, as well as determining premiums & wording of policies
- writing quotes and negotiating the terms with brokers and clients
- preparing insurance policy terms and conditions

Qualifications

- Bachelor's degree in mathematics, actuarial science, statistics or some other analytical field
- 2+ years of prior medical claims experience
- Excellent numeracy
- Research and analytical ability
- Problem-solving ability
- A deep understanding of economics and of the legislation relating to financial services
- Attention to detail
- excellent people, interpersonal and listening skills
- High level of computer literacy, as specialized software may be used
- Proven Organizational Skills
- Self-directed; requiring very little supervision
- Ability to work well under pressure in a complex and rapidly changing environment.

Position	Radio grapher
Location	Kampala, Uganda
Total Vacant Post	01
Reports to:	Manager Clinics

Role/Responsibilities of the Radiographer

- Assess patients and their clinical requirements to work out which radiographic techniques to use
- Perform a range of radiographic examinations on patients to produce high-quality images
- Take responsibility for radiation safety in your work area, including checking equipment for malfunctions and errors
- Manage referrals to ensure patients receive a radiation dose as low as reasonably possible
- Supervise visiting staff and patients in radiation work areas
- Help in more complex radiological examinations, working with doctors such as radiologists and surgeons
- Provide support and reassurance to patients, taking into account their physical and psychological needs
- Supervise radiography and imaging support assistants
- Keep up to date with health and safety guidelines, including ionizing radiation regulations, to protect yourself and others.

Qualifications & Skills

He or she will have the following traits;

- Bachelors' degree in radiography from a recognized university.
- Must have registered with the Allied Medical Professional Council and should possess a current working license.
- Should be familiar with angiography, ultrasound-ray and fluoroscopy.
- Two years working experience.
- A high level of emotional intelligence to manage the emotional and distressing situations you may encounter.
- Excellent interpersonal and communication skills in order to explain procedures to patients
- A supportive and caring disposition
- Good observation skills and attention to detail
- Self-motivation and the ability to work under pressure
- Organization and decision-making skills and IT skills.
- The ability to work both as part of a healthcare team and independently
- Confidence in using leading-edge technologies.

Position Physiotherapist
Location Kampala, Uganda
Total Vacant Post 01
Reports to: Manager Clinics

Role/Responsibilities of the Physiotherapist

- Collecting patient information and writing reports
- Educating and advising patients on how to prevent and/or improve their condition
- Self-education to keep up to date with new techniques and technologies
- Communicating with other healthcare professionals to holistically treat a patient
- Being legally accountable and responsible
- Managing workplace risk

Qualifications &Skills

He or she should possess the following traits;

- Bachelors' degree in physiotherapy from a recognized University.
- Should have registered with the Ministry and must possess a current working license.
- Two years experience in this particular field.
- Initiative, patience, sensitivity and tact
- Excellent communication skills
- Ability to work in a team
- Problem-solving skills
- Excellent organizational skills
- Ability to be encouraging, empathetic and firm
- Ability to establish a good relationship with patients and their families
- A genuine interest in the health and wellbeing of patients
- Interest in anatomy and physiology
- Ability to work under pressure and manage time effectively

Application Deadline **October 01, 2021**

VISIT THE IML WEBSITE www.iml.ug FOR JOB DESCRIPTION DETAILS AND APPLICATION PROCESS

EMAIL APPLICATION TO: hrm@iml.ug **with the position you're applying for in the SUBJECT BOX,**
OR HAND DELIVER TO:

INTERNATIONAL MEDICAL LINK

PLOT 107- BUGANDA RD, AFRI-COURTS BUILDING, GROUND FLOOR